

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Recreation Leader II	<b>Job Family:</b> IV
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> 2

**Definition:** To assist in the implementation of a specific recreation and community service program.

**Distinguishing Characteristics:** This is the full journey level class within the part-time Recreation Leader series. Employees at this level receive frequent instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the program area. Receives general, technical and functional supervision from a Recreation Supervisor, Senior Recreation Coordinator or Recreation Coordinator.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Assist in the conduct of recreation programs and services; assist in the coordination, implementation and scheduling of programs and services for various age groups and interests.
2. Greet the public and respond to questions regarding scheduled activities.
3. Prepare rooms or facilities for use by participants; set up and take down related program equipment and supplies.
4. Provide front line staff support to the public relating to specific recreation program area.
5. Oversee the use of the facility, insuring participants conform to the established policies and procedures.
6. Prepare reports as required.
7. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Basic recreation services in assigned area of specialty; safe work practices.

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Ability to: Assist in the implementation of recreation and community service programs and events; work independently in the absence of supervision; deal effectively with a variety of groups and individuals; understand and carry out oral and written directions; establish and maintain effective work relationships with those contacted in the course of work.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Some experience in working with a variety of people is highly desirable; completion of formal or informal education sufficient to assure the ability to read, write and conduct programs at the level required for successful job performance.

**Required Licenses or Certificates:** In some cases, possession of, or ability to obtain, a valid California driver's license.

Established August 1986

Revised March 1993

CLASS SPECS

CS140-F^